

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

*Sunnycrest Center
1717 Philo Road, Suite 24
Urbana, Illinois 61802-6099*



James D. Montgomery
Merit Board Chair
Lewis T. (Tom) Morelock
Executive Director

Date Mailed

DER

Re: Non-Material Findings Supplemental Report

Dear DER:

Following is the Non-Material Findings Supplemental Report, an addendum to the FYXX Biennial Institutional Compliance Audit of the Human Resource Department at the Name of Institution. Non-material findings are defined as isolated incidents, minor procedural problems or repeat findings where corrective action, by the institution, shows progress in reducing the materiality/frequency of the issue.

As previously communicated in the Draft Audit Report, there is one non-material findings, which is based on information and observations obtained throughout the course of this audit process. As stated in the Biennial Institutional Compliance Audit Process (BICAP), this Non-Material Supplemental Report is limited in its distribution.

At this time, we would like to ask for your questions, comments, or suggestions for improvement regarding the audit process by completing and returning the attached Audit Process Survey. This Survey can also be found at the following website address <http://www.sucss.illinois.gov>.

On behalf of the audit team, we thank you and your staff for your cooperation and assistance throughout the entire audit process. Please feel free to contact me should you have any questions pertaining to the audit process or this Non-Material Findings Supplemental Report at cindyn@sucss.illinois.gov or (217) 278-3150 ext 236.

Respectfully,

Lucinda M. Neitzel
Assistant Director, Operations and Audit Division

cc: Person HR Director reports to
Internal Auditor

Name of Institution

Non-Material Supplemental Report



State Universities Civil Service System Compliance Audit

Date Mailed

Audit Period
Date to Date

Prepared by:

Lucinda M. Neitzel
Assistant Director, Operations and Audit Division

Name of Institution**Non-Material Findings, Recommendations, Institutional Corrective Action Plan
and Additional Auditor Comments**

NMSIUC FY09-01

Finding Title

(This paragraph comes from the Criteria/Standards section of the DAR also keep references

This paragraph comes from the Conditions/Facts section of the DAR

This paragraph comes from the Cause section of the DAR

This paragraph comes from the Effect section of the DAR

If it's a repeat finding then state:

This was a repeat finding from the previous audit conducted Date of last on-site audit, [Finding Code FYXX – page ?].

The following is the Recommendation section of the DAR:

Institutional Corrective Action Plan—provided by Name, Director of Human Resources

This paragraph is the Institutions response to this finding

Additional Auditor Comments [Only to be used if the Auditor does not agree with the administrative response].